

Historic, Archive Document

Do not assume content reflects current scientific knowledge, policies, or practices.

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Marketing Administration
Washington, D. C.

October 28, 1942

ADMINISTRATOR'S MEMORANDUM NO. 33 ✓

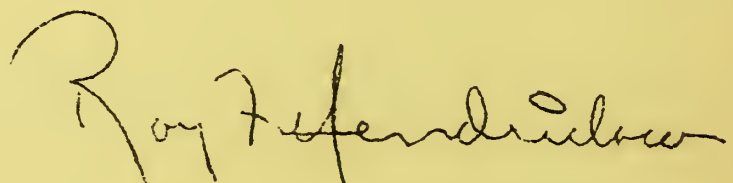
Utilization of Manpower in AMA

Directives recently issued by the War Manpower Commission provide that the Civil Service Commission has authority to transfer persons from one Federal agency to another with sole reference to the urgency of the job to be performed and with no reference to the wishes of the employee or of the agency in which he is employed. This directive is obviously consistent with our all-out war effort.

It means for AMA that we should carefully examine our activities to make sure that all our people are using their full capacities on our wartime jobs. It is incumbent upon us to keep our own house in order. We have, of course, been cognizant of this need and have steadily moved in the direction of getting all our people into positions where they can make a maximum contribution to our war activities. We must now reemphasize these efforts. With this in mind, I urge every Branch and Division Chief and every Regional Administrator to give serious consideration to the problem and to cooperate to the fullest extent in the assignment of personnel to positions in which they will make their greatest contribution.

The Organization Division shall include this as a primary consideration in carrying out its function of analysis and appraisal of existing or proposed AMA organization and operations. The Budget Division shall consider the adequate utilization of manpower in recommending budget allotments and through its continuous analysis of administrative costs. The Personnel Division shall also give primary emphasis to the manpower situation in its recruitment and placement of personnel. All three divisions shall be responsible for bringing to the attention of Branch and Division Chiefs and Regional Administrators possibilities of adjustments in organization and operations or reassignments of personnel together with recommendations for carrying them out.

The Chiefs of the three Divisions shall constitute an informal committee, with the Assistant Administrator in Charge of Administrative Management as Chairman, to prepare and submit to me not later than December 1 a report outlining recommended adjustments which should be made to carry out the above objectives.



Administrator

